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MAY 30 1955

Executive Secretary  
Interdepartmental Committee on Internal Security  
Room 2515 Department of Justice Building  
Washington 25, D. C.

Dear Sir:

In accordance with the letter of 13 April 1955 from the Chairman, Interdepartmental Committee on Internal Security, enclosed is one copy of a completed questionnaire concerning the implementation of Executive Order 10501 by this Agency.

In order to maintain the unclassified status of the completed questionnaire, the personnel figure requested in question 1(a) has not been given.

I shall be pleased to have the answers to any of the questions expanded or furnish any additional details which you may desire in connection with the implementation of the Executive Order by the Central Intelligence Agency.

Sincerely,

SIGNED

Allen W. Dulles  
Director

Encl.

Completed Questionnaire

OS/NHL:skh

Distribution:

Orig. & 1 cc - Adse.

2 cc - Signer

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1 cc - DD/S Subject

1 cc - DD/S Chrono

CONCUR:

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L. K. WHITE  
Deputy Director  
(Support)

MAY 14 1955

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**CONCURRENCE SHEET**

**MAY 10 1955**

**Concur: WHEED**

**Director of Security**

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**Concur:**

/s/

**Deputy Director (Support)**

**MAY 14 1955**

**Concur:**

**Asst. Dir. for Collection and Dissemination**

**Concur:**

**Deputy Director (Intelligence)**

DD/S

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CONCUR:



L. K. WHITE

Deputy Director

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## QUESTIONNAIRE

1. Indicate in the spaces provided:

(a) The approximate number of officers and employees in your Department or Agency - classified information.

(b) The estimated number of officers or employees of your Department or Agency who have been delegated authority for original classification of information or material in each of the following categories: Top Secret  Secret  Confidential

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(c) Do you consider the number of authorizations to classify in each of the above categories the minimum necessary to meet your requirements: Yes   X   No       . If not, explain below:

(d) The general level of those officers or employees who have been delegated authority for original classification: Senior Intelligence Officer.

2. (a) Describe the implementation made of E.O. 10501 relative to the review of classified material for downgrading or declassification: A classification control network has been established throughout the Agency which in addition to controlling the application of original classifications performs the function of reviewing classified material for the purpose of downgrading or declassification. Guidance on a continuing basis is furnished

to the control network by the Classification Control Officer and through the medium of Agency regulatory material.

- (b) Indicate the progress made in such review, declassification, and downgrading: A review of all CIA serial publications was made and each item was classified in accordance with the Executive Order; that material produced prior to the issuance of the Executive Order was reviewed and where justified, downgrading was accomplished. Announcement of changes was made in the form of Regrading Bulletins. To ensure  STAT  
Regrading Bulletins have been issued consisting of about  STAT  
CIA items. CIA items other than serial publications have been handled on an ad hoc basis. In addition to the above, inactive material is reviewed for downgrading or declassification purposes prior to its retirement.

3. Have adequate physical or mechanical means been provided for safe guarding all classified defense information in accordance with Section 6? Yes X No \_\_\_\_\_. If the answer is No, give extent to which facilities are lacking and reasons for non-availability.
4. Are combinations on locks of safekeeping equipment changed in accordance with the requirements of Section 6(d)? Yes.
5. (a) Describe accountability procedures and records maintained pursuant to Section 7: TOP SECRET material is controlled by a Top Secret Control Network consisting of an Agency Top

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[Redacted]

(b) Have Top Secret control officers been designated for each office which is required to handle Top Secret material? Yes.

6. Do you obtain consent, as required in Section 7(c), for outside dissemination and reproduction of classified defense information originating in other departments or agencies? In the preparation and dissemination of intelligence, this Agency has considered as guiding, Section 102 of the National Security Act of 1947 as amended.

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[Redacted]

8. (a) Are facilities or means provided for destruction of classified defense material in compliance with Section 9? Yes.

(b) Are appropriate accountability records maintained as required in Section 9(b) Yes.

9. (a) Furnish names of persons, including titles or positions held who have been designated to coordinate and supervise activities under E.O. 10501 as required in Section 10. Indicate percentage of working time devoted to such assignment by each person listed: Colonel Sheffield Edwards, Director of Security, and Mr. Matthew Baird, Director of Training, have the responsibilities as a Staff duty to coordinate and supervise the activities required by Section 10 of E.O. 10501.

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CIA Classification Control Officer, has been assigned to these functions on a full-time basis.

- (b) Describe in detail the training and orientation programs carried out during the reporting period, pursuant to Section 10. Prior to the time new employees commence their duties with this Agency, they receive an intensive security orientation which includes a briefing of their responsibilities under E.O. 10501.

Uniform instructions and guidance were issued to all Assistant Classification Control Officers on 14 December 1954 which outlined the procedures to be followed, Agency-wide, in the implementation of E.O. 10501. During the period December 1953 to March 1955, a program of indoctrination was initiated for all newly appointed Area Top Secret Control Officers.



They receive instructions concerning their duties and responsibilities as CIA Top Secret Control Officers with particular emphasis on the requirements of E.O. 10501.

- (c) Describe in detail the inspections made during the reporting period, pursuant to Section 10, including the type of security violations occurring most frequently. (Attach samples of any security survey report forms used in this connection)

In March 1954 a survey was conducted with all Assistant Classification Control Officers to determine the extent to which Agency Offices had completed the implementation of E.O. 10501. A copy of the questionnaire is attached as Exhibit 1.

During the period October - December 1954, the Office of Security conducted a comprehensive survey of the distribution of TOP SECRET and sensitive documents within CIA and also the dissemination of such material outside the Agency. The survey was conducted through personal inspections of the CIA components responsible for dissemination. The attached questionnaire (Exhibit 2) was used by the inspectors.

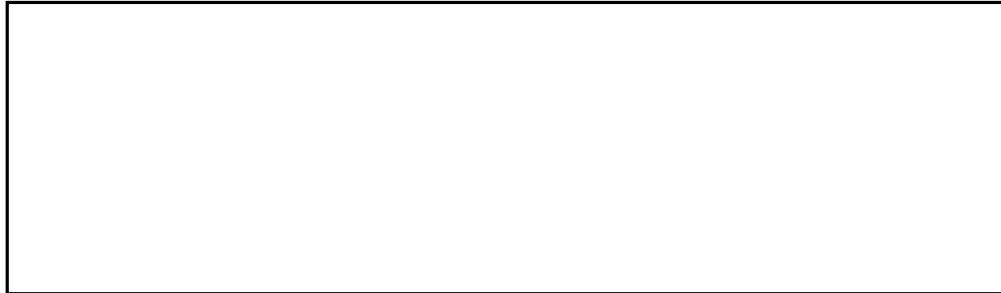
The most frequent security infractions disclosed by the above surveys were:

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10. Name of staff member designated to review implementation of the Order pursuant to Section 18:  the Classification Control Officer, under the direction of the Assistant Director for Collection and Dissemination, is responsible for the establishment and issuance of procedures governing the Agency classification control system.

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Colonel Sheffield Edwards, Director of Security, has the Staff responsibility for insuring that classified defense information is safeguarded in conformity with E.O. 10501.

11. Describe in detail procedures and standards used in releasing classified defense information under Section 7: Specific Agency Officials have been designated as responsible for the determination of release of classified defense information.

Within CIA: Dissemination of classified defense material is made by the disseminating officials in accordance with written detailed statements outlining the information required by the various components of the Agency in line with their assigned missions and functions. The dissemination of this material is effected through

established control channels which ensure compliance with any control stamps, limitations or restrictions which may be imposed by the producer.

**To IAC Components:** Within the United States, CIA-produced defense information is disseminated to IAC components as responsive to their needs in terms of their departmental functions and missions. Such dissemination is effected through established control channels on a need-to-know basis in accordance with classification, limitations or restrictions placed upon any document by the producer. This dissemination is in accordance with the National Security Act of 1947 as amended and as directed by the National Security Council.

**To other than the IAC components:** Dissemination to other Government agencies is made on a selective basis based upon the established need-to-know and the appropriate security clearances of the recipients.

**Outside the Government:** Dissemination to non-Governmental individuals or organizations is made on a selective basis based upon an established need-to-know for specific intelligence and information because of authorized participation in intelligence activities of the U. S. Government and subject to appropriate security clearance.

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12. (a) List any changes in E.O. 10501 which in the judgment of your Department or Agency would further the attainment of the security objectives of that Order. (Include any suggestions for additions, deletions or revisions.) - None
- (b) Cite specific examples, if any, of cases evidencing that E.O. 10501 has had an adverse effect on security in your agency. None.
13. Does your agency apply the provisions of E.O. 10501 to individuals other than full-time employees of the Government who have access to classified defense information? Yes. This Agency applies the provisions of E.O. 10501 to its part-time consultants and temporary employees and others who are not full-time employees, but who are authorized to have access to classified defense information.
14. List the criteria applied by your agency in determining the granting of access to classified defense information under E.O. 10501.
- (a) Classified information is disclosed only to those authorized individuals who require the information in the performance of their official duties.
- (b) The recipient of classified information must have the required type and degree of security clearance.
- (c) The recipient must have adequate facilities to safeguard the material.

In addition to the application of the above criteria, it is the policy of this Agency to assure that no dissemination be violative of:

(a) The President's Directive of 25 May 1953 "Making Classified Security Information Available to Foreign Nations" and Supplementary Memorandum for the Director of Central Intelligence.

(b) The recommendations of the Intelligence Advisory Committee in the release of National Intelligence pursuant to NSCID #1 and IAC-D-45/2 as revised and IAC-45/12 as revised.

(c) The controls placed upon classified material by the originating office or agency.

(d) United States National Disclosure Policy (MIC 206/29) with respect to classified military information.

(e) The Atomic Energy Act of 1946 as amended.

## CLASSIFICATION QUESTIONNAIRE

Date: \_\_\_\_\_

### TO ALL ASSISTANT CLASSIFICATION CONTROL OFFICERS:

In furthering the Agency's Classification Control Program it would be most helpful to know of the problems each major component has thus far encountered, and what action, if any, has been independently taken. For this reason, it is requested that each of you answer the questions outlined below, as best you can, and submit your response to the CIA Classification Control Officer before 16 April 1954.

1. I have (have not) received and distributed for action copies of:
  - a. Memorandum from CIA Classification Control Officer to all Assistant Classification Control Officers dated 14 December 1953 subject: Guidance for the Classification of Documents
  - b. CIA Regrading Bulletin  dated January 1954
  - c. Non-CIA Source Regrading Bulletin  dated 8 February 1954
2. Specify what you have done to indoctrinate and train personnel in your area relative to the provisions of CIA Notice  and the Executive Order.
3. What steps have you taken to review and regrade or declassify those publications produced by your Office which were formerly classified RESTRICTED?
4. What procedures have you introduced to ensure that security classifications are applied in a rational manner consistent with the provisions of the Executive Order?
5. To what extent has the implementation of the Executive Order resulted in reducing the amount of material generated by your area which is classified (a) TOP SECRET, and (b) SECRET?
6. Do the Agency's Regrading Bulletins serve as an effective instrument for finding documents in your area which require classification changes?
7. What type of inspection program have you adopted to ensure that all personnel in your area are abiding by the letter and spirit of the Executive Order?

**8. Remarks:**

**Signed:** \_\_\_\_\_  
**Asst. Classification Control Officer   Component   Tel. Ex.**

**Forward to: CIA Classification Control Officer**  
**Room 1033 M Bldg. (carbon to Director of Security)**

COPY NOT AVAILABLE



MAY 25 1965

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Interdepartmental Committee for Internal  
Security Questionnaire

1. Reference is made to your request to [ ] for additional information concerning Subject.

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2. The figure [ ] in answer to question 1b of the ICIS Questionnaire represents all CIA employees, domestic and overseas, who are authorized to classify information TOP SECRET. This figure was derived from an actual survey conducted by the Agency Classification Control Officer of the Assistant Classification Control Officers in each component of the Agency and is broken down as follows:

Office of the Director  
DD/P  
DD/I  
DD/S

[ ]

25X1

3. Based on a total Agency strength of approximately [ ] only [ ] are authorized to classify material TOP SECRET. Inasmuch as nearly all CIA employees are engaged in classified duties, this percentage figure does not appear excessive.

25X1

4. The DD/P area produces approximately [ ] of the TOP SECRET material originated in the Agency and it will be noted that DD/P has approximately [ ] of the authorized classifiers for TS. Most of the authorized classifiers in the DD/P are in the EE, SE and SR Divisions where the majority of the Agency's sensitive operational projects originate.

25X1

5. The DD/I production of national intelligence and finished intelligence, its participation in the activities of the National Security Council and Intelligence Advisory Committee, and its administration of the domestic field stations justify the designation of [ ] authorized classifiers or approximately [ ] of its total personnel.

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6. The [ ] authorized classifiers in the DD/S area are required in a large part because of the support of the sensitive Clandestine Services

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activities which are interwoven throughout that area. Of the total authorized classifiers in the DD/S area, the largest numbers rest in the Offices of Personnel, Logistics, Security, Comptroller and Training.

7. This Office will ensure through periodic surveys, in coordination with the Agency Classification Control Officer, that the number of authorized classifiers does not exceed the requirements of the Agency.

[Redacted Signature]

Sheffield Edwards  
Director of Security

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cc: AD/CD

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CONCURRENCE SHEET

MAY 10 1955

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Concur:   
Director of Security

25X1

Concur:   
Deputy Director (Support)

25X1

Concur:   
Asst. Dir. for Collection and Dissemination

25X1

Concur:   
For Deputy Director (Intelligence)

MEMORANDUM FOR: THE DIRECTOR

The attached letter with enclosed questionnaire addressed to the Interdepartmental Committee on Internal Security describes the implementation by CIA of Executive Order #10501 (Safeguarding Official Information in the Interests of the Defense of the United States). It has been prepared by the Office of Security in collaboration with the Office of Collection and Dissemination, and the Agency Classification and Control Officer.

The answers to the questionnaire review the Agency's system for classifying, controlling, and disseminating classified information. With the exception of one question regarding the number of employees, which was omitted to avoid the

necessity of classifying the letter and questionnaire, all questions have been answered. Our compliance with the Executive Order appears to be entirely satisfactory.

Your signature is recommended.

L. K. WHITE  
Deputy Director  
(Support)

MAY 14 1955  
(DATE)

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